

Reimbursable Service Agreement (RSA)

AKSAS RSA Process and RSA Form Exceptions

All reimbursable service agreements or other agreements used to finance the provision of a service must meet the requirements of AS 37.07.080(e). The following reimbursable services do not require OMB approval and are exceptions to the required use of the AKSAS RSA process (Agency Journal Entry AJE 430-40 will be used).

RSA Form Required - Amount Not Limited

Department of Administration - Core Services Division of Finance Division of General Services Enterprise Technology Services Division of Personnel Division of Retirement and Benefits Division of Risk Management
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The RSA form is not required for the following exceptions. The AJE 430-40 may be used for either revenue/expenditure or expenditure/abatement transfers.

AAM 40.010 defines the allowable uses for abatements.

Agencies must budget for material and recurring inter-agency receipts to avoid expenditure/abatement transfers.

No RSA Form - \$100,000 Limit

Purchased service can not exceed \$100,000 annually.
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All Departments

Travel reimbursements Mental health transports Other immaterial miscellaneous reimbursements (e.g., shared copy charges, subscriptions, and memberships) Minor personnel support (limited to under \$5,000 annually) Permits and fees

Department of Administration

Divisions of Personnel & Finance - Employee Training Pilot insurance coupons Surplus property transfers Minor building repairs Audit costs Employee identification cards

No RSA Form - \$100,000 Limit

Purchased service can not exceed \$100,000 annually.

Continued

Department of Commerce, Community, and Economic Development

License Fees

Department of Environmental Conservation

Wastewater treatment certificate (user fees)

Oil & Hazardous Substance Release Prevention & Response Fund -

State employee salary costs

Permits

Department of Education & Early Development

Record storage boxes

Donated food commodities

Alaska Statutues

Governor's Office

Service award pins

Notary fees

Sale of Election Laws Handbook

Sale of voter lists/computer tapes

Department of Labor and Workforce Development

OSHA fines

OSH Certificates of Fitness

OSH Training Program Certificates

Mechanical Inspection Certification

Department of Natural Resources

Purchase of maps

Department of Public Safety

Finger printing

Alaska Police Standards Basic Certification

Plan review fees (fire inspection)

Department of Transportation and Public Facilities

Marine Highway Transportation Requests (STRs)

Minor building repairs

Radar recertification

Employee security badges

Employee identification badges

Legislative Affairs

Legislative teleconference

No RSA Form - \$100,000 Limit

Purchased service can not exceed \$100,000 annually.

Continued

Legislative Affairs (continued)

Legislative bills/daily journals

Document reproduction services

Directory of State Officials

No RSA Form - Amount Not Limited**Department of Administration**

State Travel Office

Space Lease Costs

State-owned Facility Rent Costs

Department of Transportation

Leasing

State Equipment Fleet (SEF)

Department of Corrections

Correctional Industries (all industry transfers)